

Licensing Announcements

February 16, 2007

- ◆ The USPS is pleased to announce two new PAF (Combined and Mail Processing Agent) processes available for NCOA^{Link} Full Service processing only. Please review the attached notice for additional details. Within the next few weeks we will schedule a telecon to discuss your interest and concerns. Please send comments you'll like to discuss to the NCOA^{Link} email account with a subject line of the PAF you are referring to...example "MPA PAF."
- ◆ If your company currently hosts or manages a cooperative database and processes that database against NCOA^{Link}, please notify us at ncoalink@usps.gov with a subject line "Cooperative Database."

- ◆ **Suite^{Link}**

Unfortunately the Suite^{Link} Interface Distributor and Data User/Data Distributor licenses are not yet available; however Suite^{Link} Processing will be required for all NCOA^{Link} Full Service Providers beginning April 1, 2007. USPS can begin fulfilling the live Suite^{Link} data under the required terms of the Full Service Provider License Agreement to offer this service. Developers can begin distributing their certified Suite^{Link} Interface to its Full Service Providers **only to fulfill this requirement**. Once the Suite^{Link} Interface Distributor Agreement is available, Developers must complete the application and licensing process.

NCOA^{Link} Full Service Providers must check with their NCOA^{Link} Interface Software Developer for the availability of their certified Suite^{Link} Interface.

Advertisements

Developers cannot begin advertising their Suite^{Link} interface until the Suite^{Link} Interface Distributor License Agreement is available, signed and executed by the USPS Contracting Officer.

Full Service Providers may advertise to its clients that Suite^{Link} processing is available.

REMINDERS:

- ◆ If you have personnel changes, please forward an updated Key Personnel Form to the NCOA^{Link} email account or fax it to 901-681-4579.
- ◆ In accordance with the License Performance Requirements, all monthly reports are due by the seventh (7th) calendar day of the month.
- ◆ CASS/MASS CYCLE L – DPV requirement letter <http://ribbs.usps.gov/doc/27071ettertomailers.pdf>
- ◆ The following documents have also been updated on RIBBS.

NCOA^{Link}, Dev Info

- ◆ Dev SPR Svc Prov v19.pdf

NCOA^{Link}, FSP Info

- ◆ FSP LPR v17.pdf

NCOA^{Link}, LSP Info

- ◆ LSP LPR v20.pdf

NCOA^{Link}

- ◆ Modifications.pdf

ATTACHMENT FROM 02/16/0/2007 LICENSING ANNOUNCEMENTS

Dear NCOA^{Link} Licensees:

The USPS[®] is pleased to announce two new PAF processes available for NCOA^{Link™} Full Service processing only.

Combined NCOA^{Link} Processing Acknowledgement Form (PAF)

The Combined NCOA^{Link} PAF is designed for Limited Service Providers to submit ANK^{Link™} files to Full Service Providers for further processing. Additionally the Combined NCOA^{Link} PAF may be used by Limited Service Providers who periodically submit list owners' files to Full Service Providers for 48-month processing.

The Combined NCOA^{Link} PAF is intended solely for use by NCOA^{Link} Limited Service Providers and should not be used by third party brokers. To use the Combined NCOA^{Link} PAF, Limited Service Providers must have a direct relationship with each list owner and all list owners' files must be processed by the same Full Service Provider listed on the PAF.

Limited Service Providers using this process must complete the Combined NCOA^{Link} PAF and provide to customers the Full and Limited Service Provider NCOA^{Link} Required Text Document for Combined PAF Use Only. For ANK^{Link} processing, customers should be provided the Full and Limited Service Provider NCOA^{Link} with ANK^{Link} Required Text Document for Combined PAF Use Only. All of these documents are posted to the RIBBS Web site at <http://ribbs.usps.gov/files/NCOALINK/LSP%5FINFO/>.

Further guidelines on the Combined NCOA^{Link} PAF process are outlined in section 9.4 of the NCOA^{Link} Full Service Provider Licensee Performance Requirements and section 8.4 of the NCOA^{Link} Limited Service Provider Licensee Performance Requirements.

Foreign based processing using this PAF is strictly prohibited. There are no exceptions to this policy.

NCOA^{Link™} Mail Processing Agent Program

The purpose of the NCOA^{Link} Mail Processing Agent program is to allow NCOA^{Link} Full Service Provider Licensees to process mailing lists for Mail Processing Agents. Only Full Service Providers can participate in this program.

A Mail Processing Agent is an entity that provides printing and mailing services at multiple retail locations. The Mail Processing Agent receives customers' mailing lists at these locations for mail preparation at centralized print and mail facilities under the same entity. The Mail Processing Agent generates mail pieces from customers' mailing lists which are then presented for depositing into the mail stream for acceptance, handling and delivery exclusively by USPS. Mail Processing Agents will not return updated address information to the original list owners or third parties.

The Mail Processing Agent program is intended solely for NCOA^{Link} processing by a Full Service Provider with a direct relationship with the Mail Processing Agent. Neither Limited Service Providers nor third party brokers can broker full service NCOA^{Link} services to Mail Processing Agents.

Prior to processing, the Mail Processing Agent NCOA^{Link} Processing Acknowledgement Form (PAF) must be completed by the Full Service Provider and the Mail Processing Agent. This document is located on the RIBBS Web site at <http://ribbs.usps.gov/files/NCOALINK/FSP%5FINFO/>.

Further guidelines on the Mail Processing Agent process are detailed in Appendix D of the NCOA^{Link} Full Service Provider Licensee Performance Requirements.

Foreign based processing is permitted with the Mail Processing Agent program since no updated address information will be returned to the original list owners or other parties outside of the U.S territory. However the Mail Processing Agent must reside within the U.S. territory.

For more information on the completion of the Combined NCOA^{Link} PAF and the Mail Processing Agent NCOA^{Link} PAF, please refer to the PAF Guide at http://ribbs.usps.gov/files/NCOALINK/PAF_GUIDE.PDF.

We appreciate and thank you for your continued business with the USPS. If you have questions about either of these programs, please contact the Move Update Support Department at 800-589-5766.

Sincerely,

Jan Caldwell
Manager – Address Management